

Instructions for Submission

Applications for Green Bank Revolving Loan funds are required to use the attached application form. The application form and instructions may be reproduced and distributed. Reproductions must be clear and made on 8 ½ x 11-inch paper. ***Electronic submissions will not be accepted.***

Applications for Green Bank Revolving Loan Funds should be made directly to the Secretary of Administration and Finance as the Chair of the Executive Advisory Committee, Room 383, Capital Annex, Frankfort, Kentucky 40601. Each application must be signed by the agency head. Each application will be evaluated for completeness. **Incomplete applications will not be processed.** Applications will be evaluated according to the “Principles, Goals and Mission of the Green Bank” and with due consideration to the Loan Committee. Some applicants may be requested to provide additional information and supporting documentation.

Applications should be sent to the following address:

The Kentucky Green Bank
Room 383

Capital Annex

Frankfort, Kentucky 40601

Proposals submitted to the Green Bank must include the original application and 7 copies, including all supporting documents. Applicants not submitting appropriate number of copies will be charged for copies made.

*Questions regarding the application process should be directed to the Green Bank
(502) 564-0789 or greenbank@ky.gov.*



THE GREEN BANK OF KENTUCKY PROGRAM LOAN APPLICATION

Introduction

The Green Bank of Kentucky Program is administered by the Finance and Administration Cabinet pursuant to KRS 56.783 and Finance and Administration Cabinet July 31, 2009 Administrative Order No. 2009 – 04

SECTION A CONTACT INFORMATION		
1. Name of contact person		
2. Title of contact person		
3. Agency name		
4. Agency number		
5. Cabinet		
6. Mailing address		
7. Phone		
8. e-mail		
9. Has your agency received a loan from us before?	Yes	No
10. Physical address of building(s) and Building Identification Number(s):		

SECTION B LOAN REQUEST

The Green Bank of Kentucky has established three energy efficiency revolving loan funds. The funds will be used to finance energy saving measures in state government buildings.

eSELF Revolving Loan Program

The eSELF Revolving Loan Program allows state agencies to self-perform energy efficiency projects on state facilities costing between \$50,000 and \$225,000. The goal for the eSELF program is a 20 percent reduction in energy consumption. State buildings with high energy costs, stable programming and for which no major capital improvement or renovations are planned for at least seven years generally make good candidates for the eSELF program.

Hybrid Revolving Loan Program

The Hybrid Revolving Loan Program allows funding for energy efficiency projects in state facilities that cost between \$50,000 and \$600,000. An energy audit or engineering analysis is required along with a completed design and development package. State agencies will procure labor and materials.

ESPC Revolving Loan Program

The ESPC Revolving Loan Program funds energy efficiency projects typically costing more than \$600,000. These projects use industrial-grade energy audits to provide a detailed cost benefit analysis of energy efficiency investments. These projects also use a life cycle energy cost analysis.

1. Please indicate the energy loan for which you are applying:

eSELF Revolving Loan

Hybrid Revolving Loan

ESPC Revolving Loan

2. Project Description: Please provide a brief narrative description of your proposed project including any energy conservation measures you currently plan to include:

3. If known, please identify the time frame of the project, including the anticipated the start date, the completion date, date on which funds will be required, and the estimated draw down along with a summary of project management and monitoring to be used:

SECTION C

* If applying for the Hybrid Revolving Loan Program, please go to Section D. If applying for the ESPC Revolving Loan Program, please go to Section E.

1. Would you like assistance with the development of the eSELF Revolving Loan? Yes No
2. Have you performed an energy survey as part of your eSELF energy loan development sheet? Yes No

(If yes please attach, and include a copy along with the completed Loan Application and E-SELF Loan Development Sheet)

3. Will your agency be performing all of the work? Yes No
4. Will your agency be handling the procurement of all materials and equipment Yes No

THE eSELF ENERGY LOAN DEVELOPMENT SHEET (attach separate sheet if necessary)

Description of item	Quantity	Materials cost	Labor costs	Equipment and other costs	Total
Total					
Plus 10% contingency					
Total anticipated costs					

What is your agency's expected yearly energy use reduction and your agency's expected energy cost reduction? Please also list the estimated return on investment (ROI) for your project. Please provide the ROI information in actual dollars and as a percentage of your utility costs:

**SECTION D
HYBRID REVOLVING LOAN PROGRAM**

1. Do you have an energy audit?	Yes	No
(If yes, please attach)		
(a) Was the energy audit developed by your agency?	Yes	No
(b) Was the energy audit developed independently?	Yes	No
2. Would you like help developing an energy audit?	Yes	No
3. Is the design and development of this proposed project completed?	Yes	No
(If yes, please attach)		
4. Would you like assistance with design and development?	Yes	No
5. Loan amount requested		

What is your agency's expected yearly energy use reduction and your agency's expected energy cost reduction? Please also list the estimated return on investment (ROI) for your project. Please provide the ROI information in actual dollars and as a percentage of your utility costs:

*** Once Section D is completed, please go to Section F**

ESPC REVOLVING LOAN PROGRAM

1. Would you like assistance with ESPC procurement?	Yes	No
2. Has an industrial grade energy audit been completed?	Yes	No
(If yes, please attach)		
3. Has the ESPC project been approved by OFM?	Yes	No
(If yes, please attach)		
4. Has advanced project development for this ESPC project been completed?	Yes	No
(If yes, please attach)		
5. ESPC Loan amount requested		
Once Section E is completed, please go to Section F		

**SECTION F
ADDITIONAL QUESTIONS**

1. If utility and operational savings are insufficient to support loan payments, what additional sources will be used to repay this loan?

2. Does your agency have an Energy Awareness Education Program? Yes No

(a) If not, will your agency agree to participate in an Emergency Awareness Education Program?

Yes No

3. Does your agency have an energy coordinator? Yes No

(a) If not, will your agency agree to name an energy coordinator? Yes No

**SECTION G
STANDARD TERMS AND CONDITIONS**

By submitting this application to the Finance and Administration Cabinet, the agency agrees:

1. To permit the Green Bank of Kentucky Program and its employees and agents to review and verify information contained herein.
2. That the applicant has the authority to obligate the agency for repayment of this loan.
3. To use the loan funds only to pay the cost of labor and materials necessary to complete the activities for which the loan funds were awarded and shall permit the Green Bank of Kentucky Program the right of audit/inspection to verify compliance.
4. To permit persons authorized by the Green Bank of Kentucky program to inspect all projects, properties and related materials which are assisted with loan funds, including but not limited to contracts, materials, equipment, invoices, and conditions of employment and further that all agency materials and facilities shall also be open to inspection. Access for purposes of inspection shall be granted within five working days of request.
5. To submit all required reports to the Green Bank of Kentucky program.
6. To maintain and extend coverage insurance on the project property during the term of the loan. The Green Bank of Kentucky program shall be listed as "other" or "additional" insured on the policy.
7. To the extent that this contract or loan documents involve the use of American Recovery and Reinvestment Act of 2009, Pub. L. 111-5 ("ARRA") funds, applicant acknowledges and agrees that said terms and conditions apply.

The information provided within and included with this application is true and correct to the best of my knowledge

Name of Agency Head (please print):

Signature:

Title:

Date:

DO NOT WRITE BELOW THIS LINE

Date received:	Date Approved
Loan Approved:	Date of Closing
Approver's name	Fees Received: